

CITY OF McMINNVILLE  
Building Division  
231 NE 5th Street, McMinnville, OR 97128

503) 434-7314    FAX 503) 474-4955

The following is a list of information required for New Commercial Sign Installations/relocations:

3 plot (site) plans:

Indicate scale, actual setback of sign(s) from property lines and street curb, topographical elevations (including all corners), easements or street widths to adjoining property lines, complete address or street, north direction arrow, and lot dimensions. Location and extent of fill on the lot must also be noted.

2 complete sets of construction drawings with the following:

Scale should be indicated on each type of drawing.

Footing details.

Height of sign from finished grade to the bottom of the sign.

Method of attachment.

Engineering is required for signs over 8 feet high.

**NOTE:** When increasing the size of an existing sign, engineering may be required to verify whether existing footings are adequate.